

Application Package for
a Certificate of
Appropriateness
Old Aiken Overlay District
City of Aiken

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CITY OF AIKEN
CERTIFICATE OF APPROPRIATENESS APPLICATION
Old Aiken Overlay District
IMPORTANT INFORMATION

WHAT WORK REQUIRES A CERTIFICATE?

For *any* property that is zoned **Downtown Business** a “Certificate of Appropriateness” must be obtained **before** any exterior alteration, construction, demolition, or relocation is done. Only work that is visible from a public street requires approval. A structure is considered visible even if obscured by vegetation or fences—even if the difference would not be discernable from the street. This applies to the structures in the “Project Checklist.” However, it does not apply to most play equipment, benches, mailboxes, and birdbaths. Approval is *not* required for interior renovations. A change in the color, texture, and/or composition of a material requires a Certificate.

In the area not zoned **Downtown Business**, a “Certificate” is required for demolitions, new construction, and major expansions of over 50% of the value of the property for residential, commercial, and industrial buildings.

HOW WILL YOUR APPLICATION BE REVIEWED?

At least 15 days before the Design Review Board meeting at which they are to be considered, the completed application form and all required submittals must be returned to:

City of Aiken Planning Department
214 Park Avenue, SW - Suite 202 (P.O. Box 1177)
Aiken, South Carolina 29802
(Telephone: (803) 642-7608 Fax: (803) 642-7727)

The Design Review Board normally holds its regular monthly meetings on the first Tuesday of each month at 6:30 pm. The advertised location of the meetings is the City Council Chambers, which is on the second floor of the Municipal Building at 214 Park Avenue, SW. The applicant or his/her agent must attend.

The Board will not consider applications which are not substantially complete. If work included in a Certificate of Appropriateness application does not conform to existing City zoning or other regulations, the Commission will not render a decision on the request until any necessary variance or other approval has been granted by the Board of Zoning Appeals.

For decisions on Certificate of Appropriateness applications, the Zoning Ordinance requires the Board to consider standards stated in the Ordinance and additional design guidelines approved by City Council. Most of the additional design guidelines are found in the *Old Aiken Design Guidelines*, copies of which are available at the City of Aiken Planning Department.

The City offers grant funds for improvements to facades in the Downtown Business zoning district. The program will reimburse the applicant for a maximum of 50% of the eligible project costs, up to \$10,000 if funds are available.

REQUIRED SUBMITTALS

The completed application form and accompanying materials must clearly depict the work requiring approval and its effect on the project site and the surrounding area. The items described below are required:

New construction, exterior alterations, and additions:

One copy of each of the items listed below must be submitted with the application:

- ***Drawings***, including plans and exterior elevations, drawn to scale, **and no larger than 11" x 17"**, with sufficient detail to show the exterior location, scale, and extent of the proposed changes;
- ***Specifications or other information*** describing proposed materials and textures. Samples of materials may be required;
- ***Plot plans or site layout***, drawn to scale, showing the location of all existing structures and proposed work;
- ***Photographs*** clearly depicting the project location, contiguous properties, and streetscapes.

Demolition:

- ***Photographs*** of the structure to be demolished and its surroundings; and
- ***Documentation*** in writing that addresses historical, archeological, aesthetic value of the structure to be demolished; and
- ***Documentation*** regarding structural integrity (condition) and the integrity of materials, location, and design.

Relocation of a structure:

If the structure is to be relocated, the submittals required are:

- ***Photographs*** of the structure to be moved and its context;
- ***Explanation*** in writing of the reason for the relocation; and
- ***Description*** of features of any structure or the site which will be affected, including foundations, walls, driveways, etc.

Other:

Same as for new construction.

Application #CER_____

____ - ____ - ____ - ____

**DESIGN REVIEW BOARD
CERTIFICATE OF APPROPRIATENESS APPLICATION-
OLD AIKEN OVERLAY DISTRICT**

PROPERTY ADDRESS: _____

OWNER-OF-RECORD: _____

Mailing address: _____

Telephone: _____

Fax: _____ e-mail: _____

Signature (if different from Applicant): _____

APPLICANT: If the applicant is not the owner-of-record, fill in the blanks below and provide written permission from the owner for the work.

Name: _____

Mailing address: _____

Telephone: _____

Fax: _____ e-mail: _____

PROJECT DESCRIPTION, REQUIRED SUBMITTALS, & MAILING LIST: On the attached *PROJECT CHECKLIST & DESCRIPTION*, provide a written description of work requiring a Certificate of Appropriateness. **See the "Required Submittals" list for the items that must be turned in with the completed application form.** Please supply the name(s) and mailing address of anyone (other than the owner and applicant) who should receive copies of correspondence pertaining to this request.

Are there restrictive covenants that would prohibit the proposed use of the property? _____

If you replied yes, please attach a certified copy of the restrictive covenants to this application.

SIGNATURE: I certify by my signature below that the information in this application is accurate and complete. The City of Aiken has permission to copy materials, including architectural drawings, necessary for the review of my Certificate of Appropriateness application.

Signature of applicant: _____ Date: _____

Print or type name: _____ Title: _____

Façade Grant: My property is located in the Downtown Business Zone and I intend to apply for a Façade Grant when this project is completed. I understand that, if funds are available, the grant will reimburse me for a maximum of 50% of the eligible project costs up to a \$10,000 lifetime maximum for the property.

Signature of Property Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

PROJECT CHECKLIST & DESCRIPTION

CHECKLIST: Mark all applicable items and provide details in the project description.

<u>TYPE OF STRUCTURE:</u>	<u>TYPE OF WORK:</u>	<u>FEATURES INVOLVED:</u>
<input type="checkbox"/> Building	<input type="checkbox"/> New structure	<input type="checkbox"/> Foundation
<input type="checkbox"/> Other	<input type="checkbox"/> Existing structure	<input type="checkbox"/> Siding/exterior wall
<input type="checkbox"/> Gazebo/arbor/trellis	<input type="checkbox"/> Alteration	<input type="checkbox"/> Painting an unpainted surface
<input type="checkbox"/> Masonry wall	<input type="checkbox"/> Addition	<input type="checkbox"/> Complete paint removal
<input type="checkbox"/> Fence	<input type="checkbox"/> Partial demolition	<input type="checkbox"/> Roof
<input type="checkbox"/> Gate/gateposts	<input type="checkbox"/> Complete demolition	<input type="checkbox"/> Roof vents
<input type="checkbox"/> Trash enclosure	<input type="checkbox"/> Relocation	<input type="checkbox"/> Chimney
<input type="checkbox"/> Kennel/paddock		<input type="checkbox"/> Dormer/skylight
<input type="checkbox"/> Tennis court/backstop		<input type="checkbox"/> Soffit/fascia
<input type="checkbox"/> Basketball goal		<input type="checkbox"/> Gutter/downspout
<input type="checkbox"/> Swimming pool		<input type="checkbox"/> Porch/deck
<input type="checkbox"/> Patio/terrace/deck		<input type="checkbox"/> Steps
<input type="checkbox"/> Paved walk/step		<input type="checkbox"/> Door/entrance
<input type="checkbox"/> Paved drive/parking		<input type="checkbox"/> Window/storm sash
<input type="checkbox"/> Light standard		<input type="checkbox"/> Shutter/blind
<input type="checkbox"/> Free-standing sign		<input type="checkbox"/> Window air conditioner
<input type="checkbox"/> Antenna/satellite dish		<input type="checkbox"/> Balcony
<input type="checkbox"/> Temporary structure		<input type="checkbox"/> Awning/canopy
<input type="checkbox"/> Portable/prefabricated structure		<input type="checkbox"/> Sign
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Ornamentation/detail
		<input type="checkbox"/> Other: _____

DESCRIPTION: Provide a written description of the work requiring a Certificate of Appropriateness. (For additional space, use the back of this page or additional sheets.)
